

General Faculties Council  
Executive Committee  
Approved Open Session Minutes

Monday, October 30, 2023  
SAB 2-31  
2:00 PM - 4:00 PM

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**ATTENDEES:**

Jelena Holovati  
Pedro Almeida  
Ryan Dunch  
Kyle Foster  
Rija Kamran  
Danielle Gardiner-Milln  
Spencer Proctor

Norma Rodenburg  
Dan Romanyk  
Robert Wood  
Verna Yiu

*non-voting:*

John Lemieux  
Kate Peters

**REGRETS:**

Bill Flanagan  
Julianne Gibbs-Davis  
Sujata Persad  
Aiman Saif

Staff:  
Faiza Billo

**OPENING SESSION**

Before opening the meeting, the Vice-Chair acknowledged the territory:

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Jelena Holovati, Vice-Chair, GFC Executive Committee (EXEC)

2. Comments from the Chair (no documents)

*Presenter(s):* Jelena Holovati, Vice-Chair, EXEC

The Vice-Chair commented on the recent launch of *Forward with Purpose: The University of Alberta Strategic Plan for Research and Innovation*. R Dunch provided an update on the first meeting of the GFC Executive Sub-committee on Governance and Procedural Oversight (Exec GPO). J Lemieux asked members of Executive Committee to consider encouraging individuals to put their names forward to serve as Chairs for the University Appeal Board (UAB) and the GFC Academic Appeals Committee (GFC AAC).

**CONSENT AGENDA**

Materials before members are contained in the official meeting file.

The motion to approve the consent agenda was moved and seconded.

3. Approval of the Open Session Minutes of October 2nd, 2023
4. Changes to the Faculty of Arts Faculty Council Composition and Quorum

THAT the GFC Executive Committee approve the open session minutes of October 2, 2023

**CARRIED**

THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of the Faculty Council of the Faculty of Arts, as set forth in Attachment 1 to take effect upon final approval.

**CARRIED**

### **DISCUSSION ITEMS**

5. Campus Food Bank

Materials before members are contained in the official meeting file.

*Presenter(s):* Erin O'Neil, Executive Director, Campus Food Bank

*Discussion:* E O'Neil provided an overview of the services of the Campus Food Bank (CFB) noting the information circulated in advance of the meeting. She provided updated statistics as a part of the presentation. She described:

- Statistics on CFB Client visits year over year;
- The gap between demand and services available;
- A new pantry that will be available in Cameron Library Atrium
- A program to sponsor a week in the pantry;
- The model of the CFB which is the largest in the country and the only independent non-profit organization amongst U15 colleagues; and
- The importance of donated food products to the continued operation of the CFB;

K Peters noted there were several possibilities for supporting CFB ranging from promoting programs, collecting donations, and setting a goal for the body that could be achieved through volunteer hours, food donations, and monetary donations.

Members asked about:

- The cost of sponsoring the pantry for a week (\$1,000);
- Existing initiatives supported by faculty and departmental staff;
- The prioritisation of needs for volunteer recruitment, food donations, and monetary support;
- The possibility of group volunteering;
- Discipline-specific needs for the CFB services and needs of student groups such as International Students;
- The needs of students who parent and support family members; and
- The value of tracking the needs of users through statistical analysis;

Members committed to asking for support from the College of Natural and Applied Sciences and asked for the materials to be distributed to the GFC. They stated that having a donation bin at meetings is a good idea and that the Committee would reflect on possibilities for GFC involvement including a food drive, a group volunteering opportunity and leveraging the Joint Summit with the Board and Senate.

6. Template for GFC Standing Committee Terms of Reference

Materials before members are contained in the official meeting file.

*Presenter(s):* John Lemieux, University Secretary, University Governance

*Discussion:* J Lemieux noted that University Governance has developed a new template for GFC standing committee terms of reference to increase consistency and transparency. He explained that the template had been presented to the GFC Executive Sub-committee on Governance and Procedural Oversight (Exec GPO) at their first meeting and that the Exec GPO would be using the template in their work. He noted that the template would require more alignment with the Post-secondary Learning Act (PSLA).

Members discussed whether guidelines for developing terms of reference would be useful.

**PREPARATION OF THE GFC AGENDA**

Materials before members are contained in the official meeting file.

7. A. Time in Program While on Leave, Faculty of Graduate Studies and Post-doctoral Studies (Consent Agenda Action)  
B. Notice of Motion - Budget Model 2.0 (Action)  
C. Student Experience Action Plan  
D. Update Non-Credit / Micro-Credential Framework and Non-Credit Micro-Credential Development Guide (Discussion)  
E. Report on Student Financial Support  
F. PhD Minimum Funding (Discussion)  
G. Understanding Financial Realities: An Analysis of the Financial Condition among U of A Graduate Students Report (Discussion)  
H. Updated Integrated Asset Management Program and Integrated Asset Management Strategy  
I. Introduction of a New Learning Management System of the Future

*Discussion:*

Members reviewed the items on the consent agenda and asked questions about the Faculty of Graduate Studies and Post-doctoral Studies proposal.

**ACTION ITEMS**

Materials before members are contained in the official meeting file.

8. Approval of the GFC Agenda

*Presenter(s):* Jelena Holovati, Vice-Chair, EXEC

*Discussion:* Members discussed how to maximize the time on the agenda and suggested:

- Combining the Report on Student Financial Support and the PhD Minimum Funding Proposal;
- The placement of the Integrated Asset Management Strategy (IAMS) as an action item;
- Consultations on the IAMS principles and the role of GFC in approving the item;
- The placement of Question Period on the Agenda;
- Grouping items concerning the student experience together and items concerning academic initiatives towards the end of the agenda; and
- Issues of timing and how to ensure that we maximize the agenda time, including the possibility of limiting speaking times.

**DISCUSSION ITEMS**

9. Question Period

*Presenter(s)*: Jelena Holovati, Vice-Chair, EXEC

*Discussion*: There were no questions.

**CLOSING SESSION**

9. Adjournment

- Next Meeting of Exec: December 4, 2023
- Next Meeting of GFC: November 20, 2023